Business Requirements Interview
Grants, Contracts & Loans Requirements

1. Introduction

Date: Tuesday, January 24, 2006

Location: OFM, Phone

Attendee	Position	Organization
David Foster		HUD, Region 10
Sharon Novak	Project Manager	OFM
Carol	Project Manager	Sierra Systems
Kreighan McAuliffe	ECY Project Manager	ECY
Del Hontanosas	CTED Project Manager	CTED

2. Notes

HUD has agreements only with CTED in Washington. CTED receives HUD money under four entitlement programs, with annual allocations. They may receive money under competitive programs also. Each year is a new grant. CTED can take more than a year to use the money. Some programs have time limit. Some programs have limit on amount for certain activities, e.g., admin costs.

Each program has different regulations.

For entitlements grants, reports due from CTED:

- Annual action plan for all programs

- Consolidated 5-year plan – due before the next grant is awarded

- Consolidated Annual Performance Evaluation Reports – due for the calendar year at the end of the year: long term goals and objectives

At least six CTED staff must enter different data into HUD's IDIS system: financial info, project and activity info, including beneficiaries, number of units, number of households assisted. Entry varies by program. CTED staff can get reports from IDIS. It is possible to send IDIS information electronically. IDIS is on a mainframe now, re-engineering is in process, no ETA for completion.

David will email name of person to advise on possible interface.

Del will get copies of the IDIS reports for data items.

For closing CDBG grants, CTED sends a final financial statement to HUD.

For competitive grants, CTED applies, HUD reviews, scores and funds, signs individual agreements.

Reporting for competitive grants:

- Annual report – usually. Info on:

- Output – numbers of units

- Beneficiaries: geography, income, homeless status, special needs, ethnicity, race

- Financial info – how the money was spent, how much, source of match. By activity, e.g., construct a public facility, administrative

Hierarchy:

- Program – with unique regulations

- Project

- Category of activity

- Activity – there are categories of activities. Some activities are okay for one program, not for others.

HUD grant numbers are 11 characters long.

Generally, HUD keeps reports five years.